

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

Cpsbvihiga@yahoo.com

APPLICATION FOR EMPLOYMENT FORM

Please complete this form in BLOCK LETTERS as appropriate and submit **one hardcopy** to the Secretary/CEO, County Public Service Board to P.O. BOX 880-50300, Maragoli; before the deadline in the advertisement latest 5pm. OR **Hand delivered** .

- a. Do NOT attach any documents at this stage.
- b. Scanned and emailed copies are NOT acceptable.
- c. Fill one form per vacancy advertised.
- d. This employment form is not for sale and it is downloadable from the official website of the County government of Vihiga.
- e. **Do NOT pay any money to fraudsters** as the County Public Service Board of Vihiga does NOT charge any fee for recruitment whatsoever.

1. Vacancy Applied For

Vacancy/Post*

Vacancy No.*

Department*

2. Personal Details

Name*

Surname

First Name

Other Names

Nationality

ID NO/Passport No*

Date of Birth

Gender*

- Male
- Female

Address*

Postal Code

Home County*

Sub-County*

Ward

Village

Telephone*

Mobile*

Email Address*

Alternative Contact Person (Name)

Mobile

3. Other Details

Indicate the language(s) you are proficient in*

.....
.....
.....

Do you suffer from any physical impairment?*

- Yes
- No

If yes, briefly explain.....

.....
.....

Do you have **valid** clearance by the following agencies? (Tick where appropriate)*

- EACC
- CID
- HELB
- KRA
- CRB

Have you ever been convicted of any criminal offences or a subject of probation order?*

- Yes
- No

If yes, briefly explain.....

.....

.....

Have you ever been dismissed or otherwise removed from employment?*

- Yes
- No

If yes, briefly explain.....

.....

.....

Have you ever been interviewed by the County Public Service Board of Vihiga before?*

- Yes
- No

Interview date and related vacancy

(Declaring the above information will not necessarily debar an applicant from employment in County Public Service. Each case will be considered on its own merit)

4. Academic/Professional/Technical Qualification (Starting with the Highest)

Year (From – To)	University/College/ Institution/School	Award/Attainment (e.g Degree, Diploma, Certificate)	Courses(e.g PHD,Msc,B.A)	Subject (Econ,Maths e.t.c)	Class Grade

5. Other relevant courses and Training/Registration/Membership to professional Bodies/Institutions

Year	Institution	Courses	Details

6. Employment details (starting with the most recent)

Year (From – To)	Employer's Name	Position/Rank/ Designation	Job Group/Gross Monthly Salary (Kshs)	Terms of Service e.g Contract/ Permanent

Shortlisted Candidates will be asked to provide documentary evidence e.g. latest pay slip, latest letter of appointment or promotion.

Briefly state your current duties, responsibilities and assignments

Please give details of your abilities, skills and experience which you consider relevant to the position applied for. The information may include an outline of your most recent achievements and your reasons for applying*

7. PERSONAL REFERENCES

Names of distinguished persons should not be used unless they really know you. The names of members of staff of the County Public Service Board should also not be used.

1. Full Name*	<input type="text"/>
Organization/Company*	<input type="text"/>
Occupation*	<input type="text"/>
Address*	<input type="text"/>
Phone*	<input type="text"/>
Email*	<input type="text"/>
Period for which he/she has known you*	<input type="text"/>

2. Full Name*

Organization/Company*

Occupation*

Address*

Phone*

Email*

Period for which he/she has known you*

3. Full Name*

Organization/Company*

Occupation*

Address*

Phone*

Email*

Period for which he/she has known you*

Declaration

I hereby certify to the best of my knowledge that the particulars given on this form are correct and I understand that any incorrect information may lead to disqualification or legal action.

Date

Signature